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**TEST INFORMATION GUIDE**

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This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the **Intermittent Laborer (Maintenance)** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

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**I. WRITTEN INSTRUCTIONS****(12 Questions)**

Employees in these jobs are often given written instructions that must be accurately read and followed in order to successfully complete assigned tasks. This section of the exam tests your ability to read, interpret, and apply instructions given in a written, narrative format and correctly answer questions related to each set of instructions.

**II. GROUNDS MAINTENANCE****(16 Questions)**

Employees in these jobs may be responsible for tasks such as raking leaves, mowing grass, maintaining and improving grounds, waterways, spillways, wildlife habitats, etc. They also plant, fertilize, and apply pesticide to trees, shrubs, flowers, and grass. This section of the exam tests your knowledge of grounds maintenance techniques. Test question topics include:

- Differences between annuals and perennials;
- Proper methods of seeding, watering, and maintaining a lawn;
- Proper application methods of herbicides and pesticides;
- Proper methods of planting, transplanting, watering, and maintaining trees and shrubs.

**III. EQUIPMENT OPERATION & MAINTENANCE****(16 Questions)**

Employees in these jobs must be able to operate a variety of equipment such as lawn mowers, chain saws, bushhogs, tractors, and trucks when performing various work tasks. Intermittent Laborer (Maintenance) workers are also responsible for keeping equipment safe, clean, and in proper working order by conducting preventive maintenance and performing minor repairs. Test question topics include:

- Troubleshooting lawn and garden equipment problems (e.g., two and four-cycle mowers, chain saws, tractors, weed trimmers, etc.);
- Safe use of lawn and garden equipment, tractors, trucks, etc.;
- Loading and unloading equipment to and from trailers.

**IV. MATHEMATICS****(10 Questions)**

Employees in these jobs must often make basic mathematical calculations to perform various tasks on the job. This section of the exam will test your knowledge of basic mathematical conversions and your ability to use basic mathematical reasoning skills. Test question topics include:

- Converting and calculating various measurements (e.g., pints, quarts, gallons, ounces, pounds, etc.);
- Adding, subtracting, multiplying, and dividing fractions and decimals.

**V. BUILDING TRADES****(14 Questions)**

Employees in these jobs must be knowledgeable of building repair and construction in order to perform tasks such as carpentry, masonry, plumbing, electrical, preventative maintenance, etc. Test question topics include:

- Using nails, screws, bolts, washers, and other fasteners;
- Troubleshooting basic electrical problems;
- Making minor plumbing repairs;
- Using a variety of building and carpentry tools (e.g., wrenches, miter box, levels, etc.).